

ERGONOMIC IMPROVEMENT WORK SHEET I

ERGONOMIC ASSESSMENT

The purpose of this work sheet is to identify job tasks that may have contributing factors for musculoskeletal disorders.

Date: _____

Employee's Name: _____ Job Title: _____

Name of Observer: _____ Job Location: _____

Give a brief description of the job: _____

Intensity <i>How physically difficult is this task?</i>	Scale
Very easy	1
Easy	2
Somewhat difficult	3
Difficult	4
Very difficult	5

Frequency <i>How often is this task done?</i>	Scale
Seasonally (a few times a year)	1
Occasionally (a few times a shift or week)	2
Frequently (up to 4 hours per shift)	3
Constantly (more than 4 hours per shift)	4
Extended hours (more than 8 hours per shift)	5

A	B		C		D
TASKS List each task that is performed in the job	Rate the physical difficulty of the task.		Rate how often the task is done.		Total score *
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	
		X		=	

*The higher the total score in column D, the higher will be the priority to seek improvement.

Make copies as needed

DIRECTIONS FOR USE

1. Enter the date, employee's name, job title, name of observer, and the job location.
2. Give a brief description of the job.
3. In **column A**, list each task that is performed in the job. Provide a general description of each task. Some jobs may have only one task.
4. In **column B**, for each task listed, ask the employee to rate it for intensity (how physically difficult the task is). Remember that this number is the employee's perception of difficulty.
5. In **column C**, for each task listed, ask the employee to rate it for frequency (how often the task is done). Remember that this number is the employee's perception of frequency.
6. In **column D**, multiply the two scores (Columns B x C) to get a total score. This score may be used later for work sheet 2, "Task Analysis," to help prioritize tasks selected for improvement.